

**TOWN OF KNIGHTDALE
REQUEST FOR LETTER OF INTEREST**

**C-5167 SMITHFIELD ROAD IMPROVEMENTS
EL-5100CD SMITHFIELD ROAD SIDEWALK IMPROVEMENTS**

**CONSTRUCTION MATERIALS TESTING,
& ENGINEERING INSPECTION SERVICES**



February 20, 2014

**TOWN OF KNIGHTDALE
ENGINEERING DEPARTMENT
950 STEEPLE SQUARE CT.
KNIGHTDALE, NORTH CAROLINA 27545
(919) 217-2250**

INTRODUCTION

The Town of Knightdale is soliciting for letters of interest in providing geotechnical testing, construction materials testing, and construction management engineering inspection services for C-5167 Smithfield Road Improvements and EL-5100 CD Smithfield Road Improvements. The work covered by this project consists of the following:

C-5167: SMITHFIELD ROAD INTERSECTION IMPROVEMENTS - The project generally includes 0.42 total miles of roadway construction, associated clearing, drainage, erosion control, signage, and signal.

EL-5100CD: SMITHFIELD ROAD SIDEWALK IMPROVEMENTS - The project involves the construction of approximately 1100 linear feet of 5' foot sidewalk on the east side of Smithfield Road along the frontage of Lockhart Elementary School to the North side of Edinburgh's Keep Drive. The project will also include road widening and storm drainage.

SCOPE OF WORK

- A. Construction Administration services to meet NCDOT and Federal requirements. Including:
 - 1. All meetings with the designers and/or contractor will be documented and provide to the Town within three days of the meeting.
 - 2. Attendance at monthly project review meetings and prepare meeting minutes with field notes and photos. Daily site visits to observe general progress of construction and compliance with drawings and specifications.
 - 3. Review of shop drawings and product submittals prepared and submitted by the general contractor.
 - 4. Review and analysis of the construction contract, including schedule of values and construction budget, including general conditions.
 - 5. Review and analysis of change orders and proposed changes in the project.
 - 6. Review and analysis of pay applications, including required submittals such as erosion control forms.
 - 7. Review and analysis of construction material test reports, compaction reports, concrete and asphalt test reports with a summary report to the owner in the monthly report.
 - 8. Provide written monthly summary/status reports to Town on or before the 30th of the month.
 - 9. Meet with Town once every two weeks to update Town on issues and progress.
 - 10. Conduct punch list at end of construction.
 - 11. Follow up on completion of punch list.
 - 12. Prepare a final written report upon the close out of the project.
 - 13. Coordinate and facilitate the Town's participation in NCDOT Audits.
- B. Construction Materials Testing—General:
 - 1. Coordinate all activities with Town Engineer, Town Inspector, and Contractor.
 - 2. Test frequency and methods shall be in conformance with the NCDOT Minimum Sampling Guide.
 - 3. Provide a Technician(s) during the life of the project with the following current NCDOT certifications:
 - a. NCDOT Conventional Density certification
 - b. NCDOT Borrow Pit Sampling
 - c. NCDOT ABC Sampling certification
 - d. NCDOT and ACI (American Concrete Institute) Concrete Field Technician certification
 - e. NCDOT QMS Roadway Technician certification
 - f. NCDOT QMS Nuclear Gauge Operator certification

4. Provide roadway certification reports sealed by a Professional Engineer including the following:
 - a. Project Diaries including but not limited to indicating locations, areas, and depths of recommended undercut.
 - b. Proofrolling
 - c. Subgrade density
 - d. Stone base thickness and density
 - e. Asphalt pavement thickness and density
 - f. Concrete testing
5. Report daily activities to the Town Engineer as required. Necessary reports for field inspections and investigations must be completed immediately upon completion of the visit and forwarded to the appropriate personnel no later than the next working day. Necessary correspondence, reports, and test results shall be prepared and sealed by a Professional Engineer. Backup information including date and amount of time for site visits, correspondence, and reports must be included with pay requests to the Town. Payments are only made for visits which can be verified with field/activity reports by the Town Inspector.
6. Prepare final report summarizing all construction activities to Town of Knightdale upon completion of the project.

C. Construction Materials Testing—Roadway:

1. Inspect and observe proofroll of excavated areas of construction after ground cover and topsoil have been removed and the subgrade elevation has been attained.
2. Identify areas of unsuitable soils, recommend remediation, and establish/verify limits and depths where unsuitable soils have been removed.
3. Verify that all unsuitable soils have been removed and replacement material has been properly installed and compacted. Prepare memos identifying quantity of undercut excavation measured at each location including stations.
4. Inspect and proofroll fill areas prior to placement of fill material.
5. Confirm suitability of fill soil/embankment material.
6. Conduct density testing to verify that necessary compaction has been obtained for subgrade, fill material, stone base courses, asphalt pavement courses, and pipe crossings.
7. Collect core samples of asphalt paving to determine/verify thickness and density for each asphalt course.

D. Special Inspections

1. Traffic Signals

The private consulting firm will be responsible for providing technicians with the appropriate skills and qualifications to perform inspection, materials sampling, materials testing, surveying, surveying grade verification, documentation of pay quantities, and claims avoidance.

The method of payment for this project will be **COST PLUS FIXED FEE**.

The selection of a private consulting firm to provide CEI services on these specific projects will be handled in accordance with the following process:

1. Submission by the private consulting firm of a Letter of Interest (LOI).
2. Town will short list private consulting firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Department.

4. Town will select a private consulting firm to provide the CEI services.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability.

PRE-QUALIFICATION

All project teams (including prime and sub-consultants and any subsidiaries) must be pre-qualified with NCDOT for Roadway Construction Engineering and Inspection. **The work code required is 00195 – Roadway Construction Engineering and Inspection.** The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

DISADVANTAGED / MINORITY / WOMAN-OWNED BUSINESS ENTERPRISE (DBE/MBE/WBE) PARTICIPATION

Specific DBE/MBE/WBE goals are not required as part of the proposal. Prime firms are encouraged, however, to consider current annual aspirational goals established by NCDOT and estimate anticipated utilization of DBE/MBE/WBE firms during the execution of the work associated with this proposal. The firm, and any other subsequent subcontractors, shall take all necessary and reasonable steps to ensure that minority and women-owned businesses have the maximum opportunity to compete for and perform a portion of the work included in this document and shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex. At the time the proposal is submitted, the firm must include a listing of all known DBE/MBE/WBE firms that will participate in the performance of the identified work.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the

Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>. The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser. The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

Proposals will be evaluated and a consultant will be selected based on the following criteria:

- 10% - Statement of qualifications of firm
- 30% - Firm (and subconsultant) experience and workload
- 30% - Personnel experience
- 30% - Project approach

North Carolina firms qualified to do the work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Town and/or NCDOT to be capable of performing a majority of the work required. After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

PROPOSAL CONTENT AND FORMAT

Proposals shall be bound such that they **lay flat when opened and not exceed 10 pages inclusive of any and all attachments**. The following shall be addressed:

1. Introductory letter: firm name, address, telephone number, and contact person;
2. Table of contents;
3. Response as to why the Town of Knightdale should select your firm for this work;
4. Statement of qualifications of firm;
5. Firm experience and workload: a detailed description of similar projects successfully completed by the firm in the past ten years along with listing of current projects and percent complete; include the name and telephone number of a contact person for each client who can verify the information provided;
6. Firm personnel experience: listing of team personnel who would be assigned to perform substantial amounts of the work on this project; provide a resume and experience record for each person, including years of experience, education and anticipated amount of time each individual would work on this project as well as the location of the base of operations of each person;
7. Sub-consultant personnel experience: listing of outside consultants' personnel proposed to be involved with this project; provide same experience record for each person as for firm personnel;
8. Project Approach: discussion of proposed methodologies, techniques, and procedures for each work item; include a sample inspection report; provide a breakdown and description of tasks assigned per project team member; add the decision making and recommendation process with timelines; describe the hierarchy of project management; optional—provide suggestions for any additional services which may enhance the project;

Insurance Requirements:

- General Liability* \$1,000,000

- Automobile Liability \$1,000,000
- Professional Liability \$1,000,000
- Worker's Compensation statutory minimum

*must name Town of Knightdale as additional insured

The Town of Knightdale reserves the right to reject any and all letters of interest.

REQUIRED FORMS

Completed RS-2 Forms for the prime consultant firms and any/all subconsultant firms shall be submitted with the letter of interest. In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "zero" and signing the form.

SUBMITTALS & INQUIRIES

Each firm is invited to submit three (3) suitably bound copies of their proposal to:

Fred V. Boone, PE
Town of Knightdale – Engineering
950 Steeple Square Ct.
Knightdale, NC 27545

All proposals must be received no later than **Tuesday April 8th at 2:00 pm.**

The firm(s) selected will be notified within ten business days of the receipt of the LOI. Notification will not be sent to firms not selected.

Questions regarding this Request for Proposals should be directed to Fred Boone via email at fred.boone@knightdalenc.gov.

DISCLOSURES

Firms that have provided design / preconstruction services for these construction projects must fully disclose their scope of services for the design / preconstruction services that were provided. This disclosure should be submitted with the Letters of Interest for this advertisement. The disclosure should clearly state the desire of the firm to submit as a prime or subconsultant or both; and should provide a detailed description of all design / preconstruction services that were provided. In addition, the disclosure should provide details of specific procedures the firm will implement, if selected to provide CEI services, to avoid conflicts of interest related to CEI services by the firm and the potential discovery of errors or omissions associated with the design / preconstruction services the firm was involved with.